



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY, PACIFIC  
FORT SHAFTER, HAWAII 96858-5100



APPE-CP

11 Feb 02

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USARPAC Policy on Management of Senior Level Positions - Policy  
Memorandum 2-02

1. Reference memorandum, DASA (CPP), 5 Dec 00, subject: Civilian High-Grade Program.
2. Purpose. Provides U.S. Army, Pacific (USARPAC) policy on classification and management of senior level positions. A senior level position is defined as a position classified at grade GS-14 or GS-15 or equivalent. This memorandum expires one year from the date of issue unless superseded/rescinded sooner.
3. Background. Referenced memorandum announced the discontinuance of high-grade controls in the Department of the Army. While USARPAC is posturing for future growth based on accruing new missions, the President's hiring controls specifically require we maintain accountability across the command for any increase in senior grade positions.
4. Policy.
  - a. USARPAC will continue to monitor classification of senior level positions.
  - b. This policy applies to:
    - (1) The establishment of any new GS-14 or GS-15 or equivalent position.
    - (2) The permanent upgrade of a position from GS-13 to GS-14 or GS-14 to GS-15.
    - (3) The establishment of any new temporary GS-14 or GS-15 or equivalent position.
  - c. The Chief of Staff will approve the establishment or upgrade of any position requiring review under this policy based on the recommendation of the USARPAC Senior Level Review Committee (SLRC). The USARPAC G1/DCSPER chairs the SLRC. SLRC members include representatives from the Deputy Chief of Staff (DCS) for Resource Management, the Civilian Personnel Division, and the senior official for the functional area of the position under review. The SLRC will review requests and make a recommendation based on mission impact and adherence to sound position management principles.

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d. MSC commanders and staff office chiefs will personally review and endorse each request. Submit requests through G1/DCSPER (APPE-CP) for Chief of Staff, in decision paper format and include the following information and enclosures:

(1) Critical need statement. Mission impact if establishment of position is not approved.

(2) Position management statement. Alternatives considered in lieu of establishing a new senior-level position.

(3) Cost to command. Identify the costs to the command of the proposed action.

(4) Copy of certified position description.

(5) Delegated classification authority (DCA) override statement, if applicable. DCA official's classification rationale and Civilian Personnel's written classification advisory when proposing override of the Civilian Personnel classification determination.

5. Issuance. This policy memorandum establishes initial guidance.

/ signed /  
CRAIG B. WHELDEN  
Major General, USA  
Acting Commander

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